

Policies and Procedures
Composition Area Ph.D. Candidates
University of Florida School of Music

1. Given the need to manage faculty responsibilities, avoid overloads, and meet the ongoing needs of new Ph.D. students, candidates who have exceeded five years in the program should not assume access to their dissertation adviser through enrollment in dissertation credits. Candidates who have exceeded five years in the program should consult with and confirm the availability of his or her adviser before enrolling in further dissertation credits. As implied, all candidates are encouraged to work toward completion of the Ph.D. within a four-to-five year time frame and are expected to be in regular correspondence with their advisers regarding their plans and timetable for completing the degree.

2. All ABD Ph.D. candidates in composition are expected to provide dissertation progress reports following fall and spring semesters of enrolled dissertation work; reports should be submitted to both committee members and the area head for composition. Reports may be required during other non-enrolled terms, depending on the specific expectations of the adviser and committee.

ABD Ph.D. candidates should use the opportunity of semester progress reports to inform and educate their committee members in accord with the committee's expectations regarding regular review and evaluation. The failure of a candidate to communicate regularly with his or her committee is the most commonly heard complaint by committee members; as such, it is important for candidates to use the exercise of the semester report to inform and educate their committee members as to the nature and state of their dissertation work.

Candidates should consult with their advisor and committee members regarding ongoing expectations as to the scope and nature of the submitted reports. In general, reports should inform and educate committee members in a substantive manner that reassures them as to the candidate's progress while offering the opportunity to engage, respond, and contribute. When available and applicable, any manner of working materials (annotated bibliographies, chapter outlines, writing samples, projected timelines, etc.) may be included for what they informally offer regarding the nature, scope, path, and ongoing development of dissertation work.

3. Timely progress toward completion of the dissertation, regularly reported to the candidate's adviser, committee members, and area head, is expected of all ABD candidates; failure to meet these expectations may have the unfortunate effect of jeopardizing a candidate's continued access to their adviser and committee members, all of whom serve under the assumption of a normative degree completion time. Added years and circumstance can, in some cases, lead to a change in adviser or committee constitution, which may, in turn, lead to a review and

reassessment of the candidate's preparation and qualification to complete the dissertation as proposed.

University of Florida Composition Area Faculty
Paul Koonce, Area Head
Paul Richards
James Paul Sain